

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 00-058

TO: Transportation Director
FROM: Shirley Willis
DATE: June 1, 2000
SUBJECT: Vehicle Inventory

We have modified the Vehicle Inventory section in Delrep to allow for 7 character license plate numbers. **You must use this new version of Delrep to submit your data.** This means that you need to download the "Delrep Update File" from ADE's Web site:

<http://www.ade.state.az.us/schoolfinance/main/Support/delrep/default.asp>

If you do not have an Internet connection, check with your district office to see if they have the latest Delrep or you can obtain this latest version of Delrep from the RTC in your area. We also have a limited number of CD-ROM's with the latest version of Delrep. You may receive one of these by faxing a request to David Schuricht at (602) 542-3099 or mail to ADE. Please include your CTDS number, contact person, mailing address and phone number.

Flagstaff RTC	520 527-6122	San Simon RTC	520 845-2275
Tempe RTC	480 965-3322	Yuma RTC	520 783-1010
Tucson RTC	520 617-7230		Ext. 369

You will find your district's prior year vehicle inventory data at ADE's web site:

<http://www.ade.state.az.us/SchoolFinance/Districts>

From there you will select your district from the drop down list box and click on "Go". This will bring you to the District/Charter-level home page. There click on "Reports/Data". This will bring you to the "Available Reports" page. Scroll down to the bottom of the list and you should see "Vehicle Inventory Seed Data (2000)" you should download this onto your hard drive or diskette and import into the

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Delrep 2.97.3 program. (Note you must have Delrep 2.97.3 installed on your computer to download your Seed Data and submit your vehicle inventory data electronically).

The Delrep Vehicle Inventory system has been designed to help you electronically edit your district's prior year vehicle report with current year information. Last years ending mileage has been moved to the beginning mileage for this year. After importing your data, you would simply need to edit this file by updating and adding records to the data set. **Please read the enclosed pages from the Delrep manual for new instructions on submitting Vehicle Inventory.**

When entering odometer reading DO NOT use 10th's of miles. Only vehicles used to transport students to and from school should be included on the Vehicle Inventory. All other vehicles, not used to transport students, should be retired.

Beginning this year (July 1) Vehicle Inventory **must be** submitted electronically via the web site. If you do not have access to the Web we can accept e-mail or diskettes before July 1, 2000. After July 1 we cannot accept e-mail or diskettes unless we have approved an exemption for your district for this report (School Finance Memo #00-055). Your Superintendent or Business Manager must fill out a request with ADE for a temporary exemption to this requirement. This form can be found on the ADE's Web Site:

<http://www.ade.state.az.us/schoolfinance/main/Support>

If you have any questions regarding Vehicle Inventory, please call Shirley Willis at 602-542-8245.

ARS 15-922.B. requires the Vehicle Inventory be completed and submitted on or before July 15, 2000.

Enclosures



